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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

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STATE TREASURER

DATE: December 10, 2008

TO: All Equalization Directors

FROM: Assessment and Certification Division

SUBJECT: Data export upload for e-Equalization online filing

Throughout this past year, the Assessment and Certification Division Staff has been working diligently to address any issues that were brought to our attention during the first year of our online filing process for State Equalization. One issue that was a concern was the inability to use the upload feature if you were not currently using BS&A software. We are happy to announce that the system is now able to accept imported data from those of you who have software other than BS&A, so long as the data is formatted properly. We have been successful in performing a test data upload to the online e-Equalization filing system from another software provider, and have updated our instructions to assist those who wish to take advantage of this new capability.

In order for data to be uploaded into the system from different software, it is necessary for your software to produce a data export file that is compatible with the requirements of the State system. If you are interested in taking advantage of this time saving process, please contact your software provider to see if they have already created the file format, or if they are willing to assist you with creating this export formatting. If your software provider has not already run a test file with our system, that would need to be done prior to your first attempt to upload. Please contact our office for assistance with this process. Once the export format is tested, you will be able to use the existing upload instructions within the program to do your own export uploads.

The file layout below is the exact layout necessary for the e-Equalization export to work. Please be aware that the fields and their EXACT widths are essential.

If you have any questions, or would like to submit a sample export for testing, please feel free to contact Regina Blough at 517-335-2532, or Lori Parr at 517-373-3489.

eEqualization File layout

CountyCode - 2 characters
Local Unit Code - 2 characters
Property Class - 14 characters
Current Parcel Count - 6 characters
Equalized Factor - 7 characters
Ratio - 5 characters
Prev Assessed - 12 characters
Cur Assessed - 12 characters
Prev SEV - 12 characters
Cur SEV - 12 characters
Prev Taxable - 12 characters
Cur Taxable - 12 characters
PRE Taxable - 12 characters
Non-PRE Taxable - 12 characters
Loss - 12 characters
Adjusted - 12 characters
New - 12 characters
Starting TCV - 12 characters
Starting Ratio - 5 characters
Line 07 - 12 characters
Remarks - 20 characters
CR - 1 character
LF - 1 character